

**CITY OFFICIAL OR RESIDENT
PUBLIC REQUEST FOR
VISUAL ART ACQUISITION PROCEDURE**

1. Receiving Requests for Visual Art Acquisition:
 - Requests can go through Arts Coordinator to the Redmond Arts Commission.
 - Requests may go through an Arts Commissioner to the Redmond Arts Commission.
 - All requests will go to the Visual Arts Committee
2. All requests shall be processed by the Visual Arts Committee
 - The Visual Arts Committee shall review the request to ensure its validity:
 - a. Is the requester a City official/resident of Redmond?
 - b. Is there any conflict of interest?
 - c. Does the request violate any other administrative Procedures or Municipal Codes?
 - The Visual Arts Committee shall research the artwork requested for acquisition:
 - a. Does the artwork meet the Arts Commission requirements for public art?
 - b. If there is a suggestion for artwork site, is it reasonable?
 - c. If there is no suggestion for artwork site, is there a reasonable site available?
 - d. Is the price reasonable for the artwork?
 - e. Does the Arts Commission have an alternative suggestion that is part of our current plan?
 - f. Are there any reasons to not acquire the artwork?
 - Based on the review and research process, the Visual Arts Committee shall determine if the request should be brought before a meeting of the Arts Commission for discussion and/or decision (vote):
 - a. If the Visual Arts Committee decides not to bring the request before the Commission, a brief report shall be prepared to give the reason(s) for rejecting the request. (Perhaps we can devise a pre-printed form to make the report easier.)
 - b. If the Visual Arts Committee decides to bring the request before the Commission, the artwork shall be present, or if not available, a photograph or slide shall be present.
 - c. The Arts Commission will assist the committee with its determination to accept or reject the request, using its general guidelines for purchasing art.
3. Upon deciding to accept or reject the request, the Visual Arts Committee shall work with the Parks Department staff to prepare a brief written statement specifying the reason for acceptance or rejection.
4. The written statement shall be sent to the requester and put into a permanent file to build precedence records.
5. If the decision is to acquire, the Arts Commission shall proceed with the artwork purchase by using its established procedures.